

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*"Honoring California's Veterans"*

**Classification:** **STAFF SERVICES ANALYST (\$2817-\$4446)**  
Permanent, Full Time (PENDING EXEMPTION APPROVAL)

**Location:** Department of Veterans Affairs  
**VHC Accounting Office/Support Accounting**  
1227 O Street, Sacramento, CA 95814

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).

**Information for SSA applicants**

**Open List Applicants:** You must provide evidence of meeting the educational requirements, as stated in the minimum qualifications.

**Transfer Applicants:** You must provide proof of successfully completing the SSA Transfer exam.

*The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".*

**Duties and**

**Responsibilities:** Under the general direction from the Patient Benefit Officer II, duties include but are not limited to:

- Maintain fiscal responsibility and accountability to the Fiscal Intermediaries (Medicare, Medi-Cal and various supplemental insurance carriers) related to the billing of medical claims for medical services provided to the veterans residing in the Veterans' homes. Process insurance reimbursement payments for reconciliation of accounts receivable using knowledge of primary payer rules, eligibility requirements, laws, regulations, rules, and policies related to the billing process.
- Obtain information and follow-up with fiscal intermediary staff to correct billing issues, ensure payment of claims and reconciliation to the accounts receivable including claims pending the adjudication process and denied claims. Request account correction in the billing software from the medical departments or PBIO's at the Veteran's homes. Correct returned or rejected claims sent to Medicare via the DDE.
- Confer with PBIO's, medical records, utilization nursing review and rehabilitation at all three Veterans Homes to coordinate required documentation in order to establish, adjust, and collect the highest possible revenue for claims submitted to the fiscal intermediaries for services rendered.
- Maintain insurance billing logs for resident caseload which assist in the preparation of the monthly and year-end cost reports

**How to Apply:** Candidates should submit a State Application (STD. 678), résumé to:

CA Department of Veterans Affairs  
1227 "O" Street, Room 404  
Sacramento, CA 95814

**Inquires:**  
Voice: (916) 653-2535  
TDD: (916) 653-1966

**Attention: Vicki Jukich, Ref: M80 #025-08/09**

**In Line #12 on the State Application, you must reference M80 #025-08/09 and clearly indicate your basis of eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.**

**Final Filing Date: 10-16-2008**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERAN AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. BRD RELEASED: 9.30.08 Position # 830-522-5157-002